

Annual Town Meeting 2022 Timeline - Full Schedule

Tuesday, December 7, 2021	The Select Board vote to hold a Annual Town Meeting (ATM) on Monday, May 16, 2022 at 7:00 PM at the Fowler School Auditorium
Wednesday, December 8, 2021	Select Board via (Town Administrator) gives notice to all Town Agencies, Town Officers and Chairpersons of Multiple Member Committees <i>Deadline imposed by the Town Administrator (Charter is silent on this notification for ATM/STM)</i>
Tuesday, March 1, 2022	Deadline for submittal of all Draft Warrant Articles to Select Board by Town Agencies, Boards and Committees <i>(Funding amounts and sources required) - Deadline imposed by the Town Administrator</i>
Wednesday, March 11, 2022	Select Board publishes notice of the calling of Annual Town Meeting <i>Maynard Town Charter, Section 2-5: SB to publish notice at least 60 days prior to ATM</i>
Wednesday, March 11, 2022	Deadline for submittal of all Citizens Petition Warrant Articles for ATM; referred to FinCom upon receipt <i>Maynard Town Charter Section 2-7 C.2: Citizens Petitions must be received at least 60 days prior to ATM</i>
Tuesday, April 12, 2022	FinCom recommendations, comments and reports due for ATM <i>Must be done before SB approves ATM Warrant</i>
Tuesday, April 19, 2022	Select Board vote to approve ATM Warrant <i>Last meeting before publishing deadline</i>
Thursday, April 21, 2022	ATM Warrant to be printed (xxx copies) <i>Printing deadline (earliest time available after printing of ATM)</i>
Saturday, April 30, 2022	Annual Town Meeting Warrants mailed to all houses holds
Monday, May 2, 2022	PowerPoint Slides are Due to the TA/SB Office
Monday, May 2, 2022	Finance Committee Holds Public Hearing
Wednesday, May 4, 2022	Post Meeting Notice of ATM <i>Town of Maynard By-Laws, Section 1A: Town Meeting shall be notified by posting an attested copy of the warrant calling the same, one at the Post Office, and at each of the ten (10) other public places in Town, seven (7) days at least before the day appointed for said meeting</i>
Tuesday, May 10, 2022	Prep Meeting for Annual Town Meeting Moderator - Finance - SB - TA - Town Clerk and Anyone Sponsoring Articles should attend in room 201 at Town Hall TBA or ZOOM
Monday, May 16, 2022	Annual Town Meeting - Fowler School Auditorium

Annual Town Meeting 2022 Timeline - For Dept. Heads

Tuesday, December 7, 2021	The Select Board vote to hold a Annual Town Meeting (ATM) on Monday, May 16, 2022 at 7:00 PM at the Fowler School Auditorium
Tuesday, March 1, 2022	Deadline for submittal of all Draft Warrant Articles to Select Board by Town Agencies, Boards and Committees <i>(Funding amounts and sources required) - Deadline imposed by the Town Administrator</i>
Wednesday, March 11, 2022	Deadline for submittal of all Citizens Petition Warrant Articles for ATM; referred to FinCom upon receipt <i>Maynard Town Charter, Section 2-7 C.2: Citizens Petitions must be received at least 60 days prior to ATM</i>
Tuesday, April 12, 2022	FinCom recommendations, comments and reports due for ATM <i>Must be done before SB approves ATM Warrant</i>
Tuesday, April 19, 2022	Select Board vote to approve ATM Warrant <i>Last meeting before publishing deadline</i>
Saturday, April 30, 2022	ATM Warrant published <i>Town of Maynard By-Laws, Chapter 1, Section 1: The Warrant for the Annual Town Meeting, and any and all Special Town Meetings, shall be printed in a local publication or delivered to each household, at the discretion of the Select Board, and made available at the Town Building and Post Office at least 14 days prior to the meeting. The Warrant shall state the time and place at which the meeting is to convene and, by separate articles, the subject matter to be acted upon.</i>
Monday, May 2, 2022	PowerPoint Slides are Due to the TA/SB Office for Presentation
Wednesday, May 4, 2022	Post Meeting Notice of ATM <i>Town of Maynard By-Laws, Section 1A: Town Meeting shall be notified by posting an attested copy of the warrant calling the same, one at the Post Office, and at each of the ten (10) other public places in Town, seven (7) days at least before the day appointed for said meeting</i>
Tuesday, May 10, 2022	Prep Meeting for Annual Town Meeting, Moderator - FinCom Chair, SB Chair, TA, Town Clerk and Anyone Sponsoring Articles. - Finance Conference Room 201 Time TBA
Monday, May 16, 2022	Annual Town Meeting - AT Fowler School